

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 9, 2019

Closing Date: October 16, 2019

**PARALEGAL
Civil Division, Affirmative Litigation, New Castle County**

Description of Duties:

This Casual/Seasonal Paralegal position is in the Civil Division, Affirmative Litigation, Administrative Prosecutions Unit which is comprised of three Deputy Attorneys General, a Paralegal and an Administrative Assistant charged with enforcing the rules and regulations of the many boards and commissions that regulate professional conduct in Delaware. See 29 Del C. 8735. The unit is on the front lines of protecting Delawareans and enforcing our law.

The paralegal provides support for the three prosecuting DAGs and will assist with managing the unit's high volume caseload through all phases of prosecution. Duties will include opening and closing cases, reviewing and evaluating cases, obtaining additional information where necessary, working with investigators, drafting complaints, scheduling and coordinating witnesses, managing hearing calendars, assisting with hearing preparation, and keeping statistics for the unit. The position will also include significant telephone and interpersonal interaction with investigators, witnesses, agency personnel and the public.

Strengths should include excellent organizational and communication skills, time management skills, proficiency in Word and Excel, experience working with the public, analytical experience to evaluate cases and an ability to work independently. Must have or be able to develop a good working relationship with Deputy Attorneys General, support staff and agency personnel.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.